

**Frederick County Ethics Commission**  
**Minutes for the Public Meeting of Wednesday, April 6, 2016**

Present:        Brian Duncan, Chair  
                  Stephen K. Hess, Vice Chair  
                  Christopher Glass, Sr., Commission Member  
                  Timothy Tosten, Commission Member  
                  Anthony Ventre, Commission Member  
                  Linda B. Thall, Senior Assistant County Attorney

Absent:         Beverly Freed, Alternate Commission Member

The meeting of the Frederick County Ethics Commission began at 7:00 p.m. on April 6, 2016, in the Winchester Room on the 2<sup>nd</sup> floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

**Proposed revisions to the Commission's Standard Operating Procedure (SOP)** – The Commission members first discussed the process for obtaining comments and information from the members of the public who attended the meeting. The Commission members discussed the changes made in the March 15, 2016, draft of the SOP, which reflect changes needed as the result of the new Ethics Law. The members also discussed the changes submitted by John Helms. The discussion covered the recommendations for Sections I (Background), Section II (Commission Responsibilities), Section III (County Attorney's Office Responsibilities), Section IV (Requests for Advisory Opinions and Requests for Exemptions) and part of Section V (Complaints). The Commission discussed the role of the County Attorney's Office in conducting investigations into complaints and the possibility of a conflict of interest or the appearance of a conflict of interest. The discussion of the SOP will resume at the April 7 meeting.

The Commission asked that a new draft of the SOP be prepared to incorporate, for purposes of discussion, the changes suggested by Mr. Helms; modification of the timeline for the Commission to respond to a request for an Advisory Opinion from 60 to 90 days; and providing a definition of an Advisory Opinion. The Commission also discussed certain suggestions reflected in the Minutes from the October 14, 2015, meeting regarding requesting funding for outside counsel and other services, requiring a majority vote to approve spending budgeted funds, adding a provision requiring annual training on the Ethics Law, and requiring the County Attorney's Office to advise the Commission when external counsel or services are needed.

**Adjournment**

The Ethics Commission adjourned its meeting at approximately 9:00 p.m.

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/s/  
Linda B. Thall, Senior Assistant County Attorney